

Privacy Notice. How we use pupil and parent/carer information.

Bright Futures Educational Trust (“the Trust”) is committed to protecting the information it collections about pupils and parents. Each academy within the Trust will respect and comply with data protection laws from time to time in force, in particular, the Data Protection Act 2018. We are registered with the Information Commissioner as a controller of personal data with reg. no. ZA023935.

This Privacy Notice is intended to provide the information about how we process pupil and parent information across the Trust in a concise, easily understandable format. More detailed information about how collect, store and use information can be found in the Data Privacy Policy - **Pupils, parents and carers**. The full policy can be found on our website, using the following link:

<http://www.melland.manchester.sch.uk/our-school/policies-and-procedures/>

The categories of pupil information that we typically process in our schools include:

- personal identifiers and contacts (such as name, unique pupil number, contact details, next of kin, emergency contacts and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as referrals, court orders and professional agency involvement)
- special educational needs (including the needs, assessments and ranking)
- medical and administration (such as doctors’ information, child health, dental health, allergies, medication, individual health care plans and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1 and phonics results, national examinations entered into, post 16 courses enrolled for and any relevant results)
- behavioural information (such as behaviour records, exclusions and any relevant alternative provision put in place)
- admissions data
- Accident reports
- Biometric data (finger prints) for catering facilities or for accessing library services
- Photographs and images including CCTV
- Free school meal/pupil premium information

This list is not exhaustive, and we will add to it from time to time to cover the key categories of information that we process.

Why we collect and use pupil information

We collect and use pupil information, for the following purposes:

- a) to support pupil learning

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- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, or emergency contact details)
- f) to meet the statutory duties placed upon us for DfE data collections
- g) to keep parents/carers informed and engaged with their child's education
- h) to meet provision required under an Education Health and Care Plan
- i) to enter pupils into examinations
- j) to highlight pupil performance, activities and achievements

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

- for the purposes of delivering education in accordance with the legal basis of performing a task in the public interest and where a legal obligation under education and child welfare law requires us to.

In addition, concerning any special category data:

- on the basis of explicit consent when we process biometric data for our catering services
- where there is a substantial public interest, for example when processing safeguarding information, Education Health and Care Plans, disability information, pastoral care and individual health care plans.

How we collect pupil information

We collect pupil information via various methods such as registration forms at the start of the school year or Common Transfer File (CTF) or secure file transfer from previous school. Information is also collected throughout a pupils' time with us for the purposes described above and through information provided by third parties such as social services and medical professionals.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

How we store pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please see our Data Privacy Policy-[Pupils, Parents and carers](#)

<http://www.melland.manchester.sch.uk/our-school/policies-and-procedures/>

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Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- Local authorities, social services and the police where necessary
- youth support services (pupils aged 13+)
- the Department for Education (DfE)
- Education and Skills Funding Agency
- school nurse
- Other medical professionals from the NHS or paediatric services
- Third party processor for the purposes of providing management information on a trust wide and academy basis
- Universities and Colleges Admissions Service (UCAS)

Why we regularly share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

Please see our Data Privacy Policy –Pupils, parents/carers for further information.

Youth support services

Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

The information shared is limited to the child's name, address and date of birth. However, where a parent or guardian provides their consent, other information relevant to the provision of youth support services will be shared. This right is transferred to the child / pupil once they reach the age 16.

Data is securely transferred to the youth support service via Egress and is stored electronically.

Pupils aged 16+

We will also share certain information about pupils aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

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This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

Data is securely transferred to the youth support service via Egress and is stored electronically.

For more information about services for young people, please visit our local authority website.

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under:

Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. Parents only have the right up to the child's age of 12/13, after this the educational record belongs to the child and the child has to request to see their record. To make a request for your personal information, or be given access to your child's educational record, The Data Protection Officer can be contacted at dataprotection@bfet.uk. Please see the Data Privacy Policy –Education for more information

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

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Contact

If you would like to discuss anything in this privacy notice, please contact: dataprotection@bfet.uk.

Information provided by the Government

How Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD).

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department.

It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies

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- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

To contact DfE: <https://www.gov.uk/contact-dfe>